The Babraham Institute

BI-COR-012 CORPORATE SOCIAL RESPONSIBILITY POLICY

Document reference			
Policy number:	BI-COR-012		
Policy Owner:	Simon Jones, Chief Operating Officer		
Date:	14 October 2021		
Version:	1.0		
Status:	Active		
EIA number:	BI-COR-012-EIA		
Review period:	3 years		
Last reviewed:	14 August 2024	Next review:	August 2027

Version control			
Date	Version	Status	Summary of Changes
14 October 2021	1.0	Active	New in 2021 Policy Review

Document approval			
Define the approval authorities for the document			
Document version	Document approved by	Position	Date
Draft	Babraham Executive Committee	N/A	06 October 2021
Draft	Audit Committee	N/A	06 October 2021
1.0	Board of Trustees	N/A	14 October 2021

Distribution			
Date of issue		Version	
14 October 2021		1.0	
This policy should be assigned to the following groups; Please tick one box for each group.			
Group Name	Mandatory	Group Name	Mandatory
All Users	☐	Heads of Department	☒
Trustees	☐	BCE Staff	☐
Researcher (Wet)	☐	Nursery	☐
Researcher (Dry)	☐	Visitors	☐
BSU Staff	☐	Credit Card Users	☐
BSU Users	☐	Ionising Radiation Users	☐
Notes: Optional for all users and Trustees			

Associated policies, procedures and guidance
This policy should be read in conjunction with:
BI-COR-007 Fraud & Bribery Policy BI-COR-009 Complaints Policy BI-HR-005 Disciplinary Policy BI-HR-001 Code of Conduct

Contents

1. Definitions 4
2. Commitment statement 4
3. Purpose 4
4. Scope 5
5. Research 5
6. Operations 5
7. Environment & sustainability 6
8. People 6
9. Community 6
10. Further information 7

1. Definitions

"Corporate Social Responsibility"	Corporate social responsibility (CSR) is a business model that helps an organisation be socially accountable—to itself, its stakeholders, and the public. By practicing corporate social responsibility, also called corporate citizenship, organisations can be conscious of the kind of impact they are having on all aspects of society, including economic, social, and environmental.
"Employee"	Institute employees on Institute or Babraham Institute Enterprise Ltd (BIE) terms and conditions, Institute employees on BBSRC or other terms and conditions, and Research Fellows on Institute terms and conditions
"Staff"	Employees and Babraham Institute registered PhD Students.
"Associates"	Research Fellows (Honorary), Honorary Members of Faculty, visiting students, visiting researchers and workers (including consultants and secondees), workers provided by a third party / contractors, and Trustees.
"Individuals"	Staff, associates, visitors and members of the public.
"Workers"	The Public Interest Disclosure Act 1998 (PIDA) protects workers making a disclosure in the public interest from detrimental treatment or victimisation from their employer. For the purposes of PIDA, workers includes all staff and associates, defined above.

2. Commitment statement

2.1. At the Babraham Institute our mission is to be an international leader in research focusing on basic cell and molecular biology with an emphasis on healthy ageing through the human life course.

2.2. Research and operational excellence are essential to meeting our vision of being at the forefront of research that improves lives. The Institute Values set out our approach to how we operate across all Institute activities, both at an individual level and together as the Babraham Institute. The expectation of the Institute is that each staff member looks to represent and reflect the Institute Values within their own contributions and function, and to support and not hinder the expression of these Values in the work of others.

2.3. Corporate social responsibility is about how the Institute aligns its activities with the expectations of people who may be affected in relation to its economic, social and environmental impacts and in accordance with its charitable status. These people and organisations include Institute employees, visitors, suppliers, funders and society as a whole.

2.4. We are committed to taking responsibility for our actions and encourage a positive contribution towards improving standards for our funders, collaborators and employees, minimising our impact on the environment and improving the quality of the local community.

2.5. For the avoidance of doubt, this policy does not form part of any Employee's terms and conditions of employment and may be amended by the Babraham Institute at any time

3. Purpose

3.1. Corporate social responsibility (CSR) is vitally important to the Babraham Institute. Our policies ensure that we rigorously adhere to the highest standards in ethical behaviour, environmental sustainability, data security and more.

3.2. The Institute's corporate responsibility policy sets out objectives in the following areas of the organisation:

- Research
- Operations
- Environment and Sustainability
- People
- Community

4. Scope

4.1. This policy applies to:

- Institute employees on Institute or Babraham Institute Enterprise Ltd (BIE) terms and conditions
- Institute employees on BBSRC or other terms and conditions
- Research Fellows on Institute terms and conditions
- Honorary Members of Faculty
- Research Fellows (Honorary)
- Babraham Institute registered PhD students
- Visiting students
- Visiting researchers and workers, including consultants and secondees
- Workers provided by a third party / contractors
- Visitors
- Trustees

4.2. This policy is public facing on the Institute's website.

5. Research

5.1. We are committed to maintaining high standards in all areas of our research; to that end, we will strive to ensure that all funding is used appropriately (and in accordance with all regulations and requirements) to produce reproducible, well planned and executed, excellent science.

5.2. We will:

- Foster academic excellence in life sciences research;
- Continue growth in blue-skies and real-world research that benefits society and the economies in which our research expertise can be applied;
- Maintain a caring and supportive academic environment for all staff and associates;
- Adhere to the principles of Open Science;
- Promote Research Integrity within the Institute and with all collaborators.

6. Operations

6.1. We will ensure that we continue:

- To meet all relevant legal, regulatory and Institute policy requirements;
- To act ethically, fairly and transparently at all times in its dealings;
- To work with suppliers, funders and collaborators that meet our ethical standards;
- To maintain internal controls adequate to ensure standards are met.

7. Environment & sustainability

7.1. The Institute seeks to make a positive impact through outstanding environmental sustainability performance. This is a level of ambition that presents a huge challenge that will take time and resources to fulfil. It will mean that the way we deliver some activities will need to be different, many behaviours changed, and projects redefined.

7.2. We will:

- Support staff to be aware of their contribution as socially responsible citizens;
- Engage with suppliers who share our approach with respect to sustainable and socially responsible business practices;
- Engage with the local community when considering major campus infrastructure developments;
- Continue to manage our carbon footprint responsibly and seek to reduce it wherever possible;
- Promote sustainable transport options for staff , Trustees and partners;
- Produce a “Green Labs” Action plan under our Green Labs strategic initiative and implement all practical initiatives.

8. People

8.1. Our organisation encompasses our staff, associates and collaborative partners: We will continue to:

- Protect our staff and associates
- Ensure our staff recruitment and selection processes are fair and transparent;
- Ensure staff are supported to maintain an appropriate work-life balance;
- Enhance, through best practice, our equality, diversity and inclusion policies, and dignity and respect codes of practice;
- Support staff with charitable giving through payroll deductions, where requested;
- Promote open and accessible events across our local community;
- Support staff and associates in their learning and development.

9. Community

9.1. We recognise that the Institute has a large impact in the area and we aim to make the community in which we operate a better place. We are proud to work together with communities at a local, national and global level. We collaborate with partners, our suppliers and external stakeholders in ways that are both socially responsible and mutually beneficial for staff, associates, and the Institute.

9.2. We will:

- Engage in constructive dialog with local national and global stakeholders;
- Develop policy in areas of our expertise in conjunction with funders and regulators;
- Foster a greater understanding of our science through public engagement;
- Provide training for our own staff as well as other researchers across the globe;
- Support our local community by access to facilities, such as the pocket park and cricket ground, and by utility provision to the Babraham almshouses.

10. Further information

10.1. This policy will be reviewed regularly to incorporate any changes, legislative or otherwise. The next review date is specified on the cover sheet.

10.2. Associated policies, procedures and guidance are listed on the cover sheet. The Policy Owner named on the cover sheet can be contacted with any queries.

10.3. This policy may be varied, withdrawn or replaced at any time by the Institute at its absolute discretion.